

**TOWN OF ORLANDO, OKLAHOMA
ORLANDO, OKLAHOMA**

**AGREED UPON PROCEDURES
AND ACCOMPANYING
INDEPENDENT AUDITOR'S REPORT**

**FOR THE YEAR ENDED
JUNE 30, 2022**



801 Frisco, Clinton, OK 73601
580.323.1766 | 580.323.1768 fax

Members of American
Institute of Certified
Public Accountants

Members of Oklahoma
Society of Certified
Public Accountants

Practitioner's Report on Applying Agreed-Upon Procedures

To the Specified Users of the Report:

Town Board, Town of Orlando
Orlando, Oklahoma

Trustees of the Orlando Public Works Authority
Orlando, Oklahoma

Oklahoma Office of State Auditor and Inspector
Oklahoma City, Oklahoma

We have performed the procedures enumerated below as defined within the applicable state laws of the State of Oklahoma solely to assist the Town of Orlando (the "Town") and the Orlando Public Works Authority (the "Authority") in meeting its financial accountability requirements as prescribed by applicable Oklahoma law and evaluating compliance with specified legal or contractual requirements for the fiscal year ended June 30, 2022. Management of the Town and the Authority are responsible for the Town's and Authority's financial accountability and its compliance with those legal and contractual requirements.

The Town and the Authority have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of meeting its financial accountability requirements as prescribed in Oklahoma Statutes 11-17.105-.107 and 60-180.1-.3. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

Procedures and Findings

As to the Town of Orlando as of and for the fiscal year ended June 30, 2022:

- I. **Procedures Performed:** Prepare a schedule of changes in fund balances for each fund from the Town's trial balances and compare the schedule results to the statutory prohibition of creating fund balance deficits to report any noted instances of noncompliance.

Findings: See Exhibit I. No instances of noncompliance noted.

- II. **Procedures Performed:** Prepare a budget and actual financial schedule for the General Fund and any other significant funds listing separately each federal fund and compare the actual expenditures reported to the authorized appropriations to report any noted instances on noncompliance with the appropriation limitations.

Findings: See Exhibit II and Exhibit III. No instances of noncompliance noted.

- III. **Procedures Performed:** Agree the Town's material bank account balances to bank statements and traced the timely clearance of significant reconciling items to report any significant or unusual instances of reconciling items that have not cleared.

Findings: No instances of noncompliance noted.

- IV. **Procedures Performed:** Compare the Town's uninsured deposits to fair value of pledged collateral to report any amounts of uninsured and uncollateralized deposits.

Findings: No instances of noncompliance noted. All deposits were insured or collateralized at June 30, 2022.

- V. **Procedures Performed:** Compare use of material-restricted revenues and resources to their restrictions to report any noted instances of noncompliance.

Findings: No instances of noncompliance noted.

- VI. **Procedures Performed:** Compare the accounting for the Town's activities by fund to the legal and contractual requirements for separate funds to report any noted instances of noncompliance.

Findings: No instances of noncompliance noted.

- VII. **Procedures Performed:** Compare the Town's account balances in reserve accounts to contractually required balances and debt service coverage requirements of bond indentures to the actual coverage to report any noted instances of noncompliance.

Findings: No such compliance requirements were identified that were applicable to the Town.

As to the Orlando Public Works Authority, as of and for the year ended June 30, 2022:

- I. **Procedures Performed:** Prepare a schedule of revenues, expenditures and changes in fund balance-modified cash basis from the Authority's trial balances and compare the schedule results to the statutory prohibition of creating fund balance deficits to report any noted instances of noncompliance.

Findings: See Exhibit I. Also refer to Exhibit IV "Statement of Revenues, Expenses, and Changes in Fund Balance" presented on accrual basis for management purposes. No instances of noncompliance noted.

- II. **Procedures Performed:** Agree the Authority's material bank account balances to bank statements and traced the timely clearance of significant reconciling items to report any significant or unusual instances of reconciling items that have not cleared.

Findings: No unusual reconciling items were noted that did not clear on a timely basis.

- III. **Procedures Performed:** Compare the Authority's uninsured deposits to fair value of pledged collateral to report any amounts of uninsured and uncollateralized deposits.

Findings: No instances of noncompliance noted. All deposits were insured or collateralized at June 30, 2022.

- IV. **Procedures Performed:** Compare the Authority's use of material-restricted revenues and resources to their restrictions to report any noted instances of noncompliance.

Findings: The Town is required to hold adequate cash in a restricted meter deposit cash account equal to the Town's meter deposit liability. On June 30, 2022, the meter deposit liability was \$27,267. The Town did not specifically designate a cash account to cover the outstanding liability balance. However, the Town had sufficient cash on hand to cover the meter deposit liability.

Recommendation: The Town currently holds enough funds in their operating account to cover the liability. The Town Board should make a motion to restrict \$27,267 of existing funds to cover the outstanding meter deposit liability.

- V. **Procedures Performed:** Compare the accounting for the Authority's activities by fund to the legal and contractual requirements for separate funds to report any noted instances of noncompliance.

Findings: No instances of noncompliance noted.

- VI. **Procedures Performed:** Compare the Authority's account balances in reserve accounts to contractually required balances and debt service coverage requirements of bond indentures to the actual coverage to report any noted instances of noncompliance.

Findings: The Authority had no debt, therefore no debt service coverage requirements of bond indentures were evaluated for compliance.

We were engaged by the Town of Orlando and the Orlando Public Works Authority to perform this agree-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and the additional requirements prescribed in Oklahoma Statutes 11-17.105-.107 and 60-180.1.-3. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, to meet the requirements prescribed in Oklahoma Statutes 11-17.105-.107 and 60-180.1.-3. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Town of Orlando and the Orlando Public Works Authority and to meet our ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the specified users, as identified above, and is not intended to be and should not be used by anyone other than those specified parties.



rsmeacham
CPA - ADVISORS

Clinton, Oklahoma
August 16, 2022

TOWN OF ORLANDO, OKLAHOMA
SUMMARY OF CHANGES IN BUDGETARY FUND BALANCES - MODIFIED CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2022

	<u>Beginning of Year Fund Balance</u>	<u>Current Year Change</u>	<u>End of Year Fund Balance</u>
TOWN OF ORLANDO			
General Fund	\$ 709,546	\$ 126,569	\$ 836,115
Orlando Volunteer Fire Department	111,266	1,873	113,139
TOWN TOTAL	<u>\$ 820,812</u>	<u>\$ 128,442</u>	<u>\$ 949,254</u>
 Orlando Public Works Authority	 \$ 498,202	 \$ (83,327)	 \$ 414,875

TOWN OF ORLANDO, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE - MODIFIED CASH BASIS
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2022

	<u>Amended Budget</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
Beginning Budgetary Fund Balance:	\$ 425,256	\$ 709,546	\$ 284,290
Resources (Inflows):			
Taxes:			
Sales tax	160,188	158,264	(1,924)
Cigarette tax	1,465	1,322	(143)
Gasoline tax	257	245	(12)
Total Taxes	<u>161,910</u>	<u>159,831</u>	<u>(2,079)</u>
Intergovernmental:			
Alcoholic beverage tax	2,251	2,418	167
Motor vehicle tax	1,045	1,086	41
Total Intergovernmental	<u>3,296</u>	<u>3,504</u>	<u>208</u>
Rental Income	700	900	200
Grant	-	14,584	14,584
Other Income	16,160	856	(15,304)
Total current year resources	<u>182,066</u>	<u>179,675</u>	<u>(2,391)</u>
Amounts available for appropriation	<u>\$ 607,322</u>	<u>\$ 889,221</u>	<u>\$ 281,899</u>
Charges to Appropriations (Outflows):			
General government:			
Personal services	\$ 12,780	\$ 11,231	\$ 1,549
Materials and supplies	6,150	5,699	451
Other services and charges	23,000	21,152	1,848
Fire Department- Other Services and Charges	3,792	-	3,792
Street Department- Repairs and Maint	2,500	24	2,476
Total General government	<u>48,222</u>	<u>38,106</u>	<u>10,116</u>
Total Charges to Appropriations	<u>48,222</u>	<u>38,106</u>	<u>10,116</u>
Transfers in/(out)			
Transfer out	-	(15,000)	(15,000)
Net transfers	<u>-</u>	<u>(15,000)</u>	<u>(15,000)</u>
Change in Fund Balance	133,844	126,569	(7,275)
Ending Budgetary Fund Balance	<u><u>\$ 559,100</u></u>	<u><u>\$ 836,115</u></u>	<u><u>\$ 277,015</u></u>

**TOWN OF ORLANDO, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE - MODIFIED CASH BASIS
VOLUNTEER FIRE DEPARTMENT
FOR THE YEAR ENDED JUNE 30, 2022**

	<u>Approved Budget</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
Beginning Budgetary Fund Balance:	\$ 88,774	\$ 111,266	\$ 22,492
Resources (Inflows):			
License, Permits & Fees			
Assessments	11,000	10,850	(150)
Fire Runs	5,000	1,450	(3,550)
Total License, Permits & Fees	<u>16,000</u>	<u>12,300</u>	<u>(3,700)</u>
Intergovernmental:			
Grant revenue	4,800	4,763	(37)
Total Intergovernmental	<u>4,800</u>	<u>4,763</u>	<u>(37)</u>
Investment Income	200	295	95
Miscellaneous Income	100	380	280
Transfers-In	-	100	100
Total current year resources	<u>21,100</u>	<u>17,838</u>	<u>(3,262)</u>
Amounts available for appropriation	<u>\$ 109,874</u>	<u>\$ 129,104</u>	<u>\$ 19,230</u>
Charges to Appropriations (Outflows):			
Fire:			
Materials and supplies	\$ 4,000	\$ 4,658	\$ (658)
Other services and charges	13,500	11,307	2,193
Total Fire	<u>17,500</u>	<u>15,965</u>	<u>1,535</u>
Change in Fund Balance	3,600	1,873	(1,727)
Ending Budgetary Fund Balance	<u>\$ 92,374</u>	<u>\$ 113,139</u>	<u>\$ 20,765</u>

ORLANDO PUBLIC WORKS AUTHORITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE - ACCRUAL BASIS
FOR THE YEAR ENDED JUNE 30, 2022

Operating Revenues:

Charges for services:

Electric	\$	164,336
Water		37,651
Sewer		11,483
Sanitation		21,351
Gas		61,456
Grant Income		206,880
Other Income		17,411
Total Operating Revenues	\$	520,568

Operating Expenses:

Administration	\$	114,163
Electric		118,409
Water		32,536
Sewer		22,342
Sanitation		23,453
Gas		58,890
Total Operating Expenses	\$	369,793
Operating Income		150,775

Non-Operating Revenues:

Interest Income	\$	1,086
Transfers In		15,000
Total Non-Operating Revenues	\$	16,086

Non-Operating Expenses:

Transfers-Out	\$	100
Total Non-Operating Expenses	\$	100

Change in fund balance	\$	166,761
-------------------------------	----	---------

Fund Balance, Accrual Basis - beginning		676,156
--	--	---------

Fund Balance, Accrual Basis - ending	\$	842,917
---	----	---------